

SUMMER FOOD SERVICE PROGRAM NOTIFICATION OF FIELD TRIPS

Name of Sponsor:	Agreement Number:	Today's Date:
Contact Person:	Phone Number: ()	Fax Number: ()

All sites – Failure to obtain pre-approval for field trips is considered off-site consumption, which is a serious program violation.

“Open” sites – These sites must remain open to the community children unless the approved average daily participation (ADP) is going on the field trip. Check the “Open Site is Closed” column to indicate the site is closed for the day because all of the approved ADP is going on the field trip.

Site #	Site Name	Trip Date	Location	Meal(s)	# of Meals	“Open” Site is Closed (✓)	State Approved (✓)

State Agency	
Initial:	Date: